

**St Oswald's Catholic Primary School
Governing Body
RESOURCES COMMITTEE MEETING
Held at St. Oswald's Catholic Primary School Infant Building
Date/Time: 22/02/18 4:30pm**

Present: Mr Hegarty, M. Walsh, Mrs Hill, N Powell

Also present G. Murphy, I Strom (Clerking)

No.	Item	Action by: (insert initials)
1.	Apologies for Absence J. Simm, C. Sime	
2.	Declarations of Interests Members of staff declared their interest.	
3.	Notification of Additional Business None requested.	
4.	Minutes of Previous Meeting The minutes of the meetings on 28 th September 2017 and 30 th November 2017 were agreed as accurate.	
5.	Matters arising 28 th September 2017 There is still a vacancy for a Foundation Governor. Father Mark was asked to contact The Archdiocese to see if anyone from the parish had been included in the most recent list of potential governors. Mr Reilly has now left to become a social worker. He has been replaced by Miss McKenna. Asbestos report – Mr Strom reported that the asbestos survey was being completed on a rolling programme as and when it was needed for the building work,	FMB

Signed.....Committee Chair

	<p>30th November 2017</p> <p>The colour combinations for the cladding has still not been decided.</p> <p>Mr Hegarty informed governors that the issue of sprinklers in schools had been discussed by the archdiocese. Most of the primary schools in the archdiocese are single storey and therefore it has been decided to prioritise lives rather than buildings and escape routes rather than sprinkler systems.</p>	
<p>6.</p>	<p>Finance Update</p> <p>Budget Monitoring Report</p> <p>The LA Finance Officer Gill Farrington has now scheduled her visits to allow time to prepare the report for governors. Her report was distributed earlier in the week. A governor asked about the percentage of the budget allocated to staffing costs being very high and projected to be getting higher. It was explained that whilst the school balances were high, the school had employed a number of support staff to help with individual pupils in areas of the school. These members of staff were on temporary contracts dependant on funding. As staffing costs rise these roles would be reviewed. It was reported to governors that another cost pressure was the possible above inflation increase in some support staff salaries. For example, the offer for the point that teaching assistants are currently paid on is 7.5%. Governors agreed that the staff deserved an above inflation increase but were concerned that the rise would not be funded in the school budget.</p> <p>It was noted that the projected outturn figure was in line with acceptable parameters.</p> <p>Governors noted that the spending on agency supply was higher than the original budget at the start of the year but was much lower than the actual spend of 2016/17.</p> <p>Governors noted that the Bought In Professional Services cost centres were overspent – It was explained that this was primarily because many services that were provided by Liverpool CC in the past were now being charged for, particularly with regards to pupil support, for example Education Psychologists.</p>	

	<p>Governors looked at future funding and noted that pupil numbers for the 2018/19 academic year was slightly up on the previous year. A governor asked if the pupil premium figure was likely to remain constant – It was reported that the numbers are likely to stay the same or increase. During the admissions process, parents are being asked for additional information to help identify those children who may benefit from pupil premium funding.</p>	
7.	<p>Premises Update</p> <p>Building Works</p> <p>The building work is progressing. On the playground side, the building is moving towards the first floor. The contractors have requested that the compound size is increased to allow for the storage and movement required to get the first floor beams and block flooring placed. This is likely to include a period when a crane is required and will take up more of the playground. Whilst the contractors have generally been very accommodating, sometimes, requests need to be made in a more timely manner to allow school the opportunity to plan for the circumstances. Governors asked how the school would cope with an emergency evacuation when the crane was in place. The contractor was putting together a plan for this work and would then come into school to discuss this. Mr Hegarty offered to attend the meeting if he was available when it was convened.</p> <p>During the February holiday, it was planned to insert the windows and door into the hall. Unfortunately, during this process, steel supports were discovered in the wall and an engineering solution is needed to be designed.</p> <p>There has been some delays with the building at the front of school due to the placement of a drain in the area where the foundations were due to be laid. A steel cover for the drains was constructed and the foundations have now been laid.</p> <p>A governor asked how the workman who had an accident was. He cut a tendon and needed an operation and is now recuperating but expected to make a full recovery.</p> <p>A governor asked if the building work had impacted the</p>	

	<p>classrooms yet. It was explained that large areas of 3NW and 4PM and a wall in 3AB had been boarded up. Miss Wall had started to use the year 3 area more for group work.</p> <p>It was noted that the staff and pupils had adapted very well to the building work.</p> <p>Infant Boilers</p> <p>The boilers are still in poor repair. They have to be turned on each morning manually and can take longer to get to temperature after the weekend when they haven't been used. The issue was raised at the latest building update meeting. The Archdiocese have confirmed that the remedial work can be carried out but this would need to be funded from the school LCVAP fund which currently has a balance of £70,000. This work has been given the go ahead.</p> <p>Infant Drains</p> <p>They were flushed out in December and earlier this week. It will be a regular process until the work is completed as part of the larger building project.</p> <p>Quiet Garden</p> <p>The quiet garden had become a hiding place for pupils. The gardeners were asked to cut the area back so the sight lines were improved. This has been done and has also opened up some additional space in the soft play area, although ensuring it is properly maintained is important.</p> <p>Fencing</p> <p>The privacy screening along Montague Road has started to fall apart. A replacement will be sought after the building work is complete.</p>	
<p>8.</p>	<p>Staffing Update</p> <p>New Starters</p> <p>As well as the replacement Early Years staff and absence cover there had been a requirement to provide additional support for a number of pupils, particularly in the nursery. This was important to enable the pupils to access education. Top up funding has been applied for</p>	

	<p>but this was not expected to provide a large financial benefit.</p> <p>There will be a review of targeted support with regards to budget as well as pupil need.</p> <p>Staff absence procedures.</p> <p>There are robust procedures in place including back to work interviews, 3 monthly reviews and, where required, formal meetings with HR and union representation. A governor asked if there was a need for governor involvement. They were informed that there may be a requirement for a governor panel in the future.</p> <p>Requests for special leave.</p> <p>There is currently a number of staff that take time off for clinic/dental appointments, both for themselves and for their dependents. Whilst it is understood that sometimes there may be an emergency appointment needed, in most cases the appointments could be made outside of school hours. Governors discussed the details of the current special leave policy and agreed that there needed to be more detail to allow for less ambiguity. It was discussed that leave for appointments would only be granted without pay. However, it was pointed out that some clinics didn't have an out of hours option. It was also recognised that emergency appointments needed to be taken as soon as available. It was agreed that the current policy should be revisited with the additional detail being put in and brought to the next meeting.</p> <p>Performance Management is ongoing. Currently one member of staff is being supported through the process.</p> <p>Staff requests</p> <p>A request from Mrs Knight for flexible working was taken to the Pastoral Committee. They declined the request to go part time with effect from the return after the Easter holidays, but suggested that the Resources Committee could look at a similar request with effect from September 2018. Mrs Knight accepted the committees decision and has now requested part time hours from the start of the new academic year. Governors asked if this was practical for the school. Mrs Walsh explained that it would have been difficult to replace the hours in the short term, there were opportunities, for the longer term, particularly when looking at the staff who are currently</p>	
--	---	--

	<p>providing one to one support for pupils. Governors agreed to the request. Mrs Bailey has indicated that she will return from maternity leave in July and has requested to return on a part time basis. Governors asked what impact would this have on the school. Mrs Walsh said that it was still very early to know what the staffing levels were likely to be in September, but there was flexibility with temporary contracts to be flexible. Governors expressed that they were not keen on a class sharing a teacher unless absolutely necessary. Mrs Walsh said that Mrs Bailey being part time would mean she would take up a PPA/cover role rather than a class teacher role. Governors asked if this had been discussed with Mrs Bailey. It had and she was happy with the idea. Governors agreed the request.</p>	
9.	<p>General Data Protection Regulations (GDPR)</p> <p>Mr Strom explained that the data protection regulations were being updated from May 2016 and the school had new responsibilities. He tabled a summary from The Key which highlighted the main changes from current legislation, and a document on the main areas affecting the school. The school must appoint a Data Protection Officer, who will ensure that the school adhere to the GDPR. However, it is a role that may need to investigate any breaches of data protection so a conflict of interest must be avoided. Mr Hegarty informed governors that the Archdiocese had considered the idea of appointing someone who could oversee the role but it was considered too large a job and would be left to school with support from the LA. Governors noted the information.</p>	
10.	<p>Bought in Services</p> <p>The packages from School Improvement Liverpool have only just been received and the ones from Liverpool City Council are coming in dribs and drabs. Therefore this is to be revisited at the next meeting.</p>	
11.	<p>Policies for ratification</p> <p>Governors noted the revised Liverpool City Council Standing Orders and Financial Procedures and the Liverpool City Council Scheme for Funding Schools.</p> <p>The School Fund Policy, had been previously circulated. This was agreed.</p>	

	<p>The Schools Financial Value Standard (SFVS) had been previously circulated. Governors noted that there in most areas that the standard had been met and a small number where the standard had been met in part. They agreed the action plan and the SFVS document.</p> <p>The Statement of Internal Control had been previously circulated. This was agreed.</p> <p>The Best Value Statement had been previously circulated. This was agreed.</p>	
12.	Correspondence	
	None received	
	Notified Business	
	None requested.	
	Date and Time of Next Meeting	
	– 4.30pm Infant Building	

Confidential Minutes

6	Finance Report	
----------	-----------------------	--